TRAINING MANUAL

New SDE Applications User



IDAHO STATE DEPARTMENT OF EDUCATION TECHNOLOGY SERVICES | ISEE

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UPDATED 08/01/2018

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WHAT IS ADFS?

Active Directory Federation Services (**ADFS**) is a software component developed by Microsoft Corporation that provides users with single sign-on access to systems and applications located across organizational boundaries. That means that the same login information (name and password) will be used to access district applications and State Department of Education (SDE) applications. It also means that the district manages account logins and passwords for access to the SDE applications rather than the SDE.

Users in Districts with ADFS will access the SDE Applications Portal differently than users in districts that do not, hence a separate checklist for each scenario.

REGISTERING FOR THE SDE APPLICATIONS PORTAL

Navigate to the SDE Applications Portal:

- Click this link (or copy and paste in your browser): www.sde.idaho.gov
- Click on the ISEE button
- Click on the SDE Applications Portal button

ISEE Homepage



From the SDE Log On Screen, select the appropriate Organization from the drop down list.

- ADFS districts, select the district name
- Non-ADFS districts, select Other
- Click "Continue to Sign In"

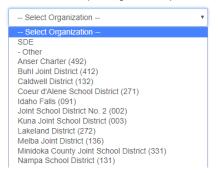
SDE Log On Welcome Page



Welcome to the Idaho State Department of Education Log On Screen

Please select your appropriate organization from the drop down list, per the instructions below.

- . Employees of the State Dept. of Education select "SDE"
- · District users select your respective District name
- If your District name is not present select "Other"
- . All other users (including non-District) select "Other"



ADFS DISTRICTS

- On the Log On screen, enter your district email address and password
- Click "Continue"
- Although you will not yet have access to SDE applications, this step is necessary to map your email address to your SDE account.
- Notify the district Superintendent, Delegate to the Superintendent or Technology Director to assign roles in the Admin Tool as needed

NON-ADFS DISTRICTS

• On the Log On screen, click on the Registration link as shown below.

Log On Page



Sign In Please enter your username and password Email Password Sign In If you don't have an account and require access, you may create your account on the Registration page. There is also a page to assist you if you lost your password. By entering your user name and password you represent that: • You are an authorized user

- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which
 you are an authorized user
- · You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

- Enter your district email address
- Enter your first and last name
- Start typing your district name then select your district from the drop down list
- Enter a password that is at least 6 characters in length and contains an uppercase letter, lowercase letter, a digit and a symbol
- Enter your new password again for confirmation
- Type the security words in the box.
- Click on "Register"



Register	Registration Requirements
Email	You must register with your official organizational email address. You must select your primary district/organization Passwords must meet the following complexity requirements:
Name	 Must be a minimum of 6 characters Cannot contain 3 or more consecutive characters from your Email Must contain three of the following elements: Lowercase letter
Organization	Uppercase letterDigitSymbol (#,\$,&,ect)
Password	
Confirm Password	
I'm not a robot	

**Be sure to note the password requirements.

An email will be sent to your district email account with the information needed to complete the registration process. Once your email address has been verified, you will be able to logon to the SDE Applications Portal.

• Notify the district Superintendent, Delegate to the Superintendent or Technology Director to assign roles in the Admin Tool as needed.

ASSISTANCE

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